



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Mitchell E. Daniels, Jr., Governor
Michael W. Reed, Commissioner

August 20, 2009

MEMORANDUM

TO: Kevan McClure, Manager
INDOT Office of Real Estate

THRU: Steve Penturf, Acquisition Administrator
INDOT Office of Real Estate *SP*

FROM: Dan A. Wait *DAW*
INDOT Chief Appraisal Specialist

RE: INDOT Real Estate Announcement

Please see below the (2) two new policy amendments and recommendations for the Office of Real Estate that will apply to both the INDOT staff and fee consultants.

Letter of Intent to Acquire- The current policy for the letter of intent to acquire in the 2006 INDOT Appraisal Manual will be eliminated because it unnecessarily or prematurely activates certain relocation procedures to property owners and/or tenants. Therefore the new INDOT policy will "not" send out the letter of intent to acquire letter to the property owners that was formerly accomplished during the APA stage in the R/W appraisal process.

The owner contact letter (please see attachment) may still be sent to the property owner during the appraisal process and the verbiage from this letter is recommended because it does not activate the letter of intent relocation procedures.

Appraiser Advice- All INDOT staff and consultant R/W appraisers are not to give advice to the property owners that are affected by the R/W acquisition concerning maintenance and improvements to their property.

Please implement these new policy amendments at your earliest convenience.

DAW: daw

cc: INDOT Real Estate North Region
INDOT Real Estate Central Region
INDOT Real Estate South Region
INDOT Real Estate LaPorte District
INDOT Real Estate Fort Wayne District
INDOT Real Estate Greenfield District
INDOT Real Estate Crawfordsville District
INDOT Real Estate Vincennes District
INDOT Real Estate Seymour District
INDOT Real Estate Appraisal Consultants
Records

Attachment: Owner Contact Letter Sample

LETTER OF OWNER CONTACT

Date:

Owner:

Address:

RE: Project:

Des No:

Parcel:

Code:

County:

Road:

Dear Property Owner:

The Indiana Department of Transportation (INDOT) is planning to improve _____ in _____ County, Indiana. In compliance with 49 CFR 24.102(b) this letter is to notify you that I have been assigned to appraise your property as a part of the project. It is necessary for me to visit and observe your property as part of the appraisal process. You and/or your representative are invited to accompany me during this observation if you so desire. If you wish to establish a time for this visit or have questions regarding the appraisal process, please contact me at the following phone number _____ or _____ as soon as possible to arrange a convenient time to discuss the project. Indiana Code 8-23-7-26 allows an authorized representative of INDOT a Right of Entry to the project site (including private property) upon proper notification. Pursuant to Indiana Code 8-23-7-26, this letter serves as written notification that we will be appraising your property between _____, 20____ and _____, 20____.

Thank you for your attention to this important matter.

Sincerely,

Name